

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Architectural Digest Home Design Show

New York City Passenger Ship Terminal  
March 22 - 25, 2012

We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

### What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

### GES Show Services

#### Booth Furniture & Accessories

The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

#### Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, and padding. All carpet packages are available with no hidden costs or handling charges.

#### Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at [www.ges.com](http://www.ges.com).

#### Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at [www.ges.com](http://www.ges.com).

#### Installation & Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

#### Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

#### Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

### Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### How Can I Order My Show Services?

GES's new online ordering platform is a fast and easy way to order products and services, keep track of important dates and manage your budget. Give it a try!

Step 1: Go to <https://ordering.ges.com/logon> and log in using the same username and password that you used for GES Online. New to online ordering? Click "Register Now" on the right side of the page to create a profile. It takes just a few minutes.

Step 2: Register for your show. Search for your show by typing it into the Search bar. When you find it, click on the circle icon to the left of the show name. It will take you to the show home page. In order to see all product and service information, you need to register for the show. Click on "Manage My Account" and fill out all the information. Then, a pop-up window will appear, asking for your company name and your booth number. Fill in the two fields and you're all set!

Step 3: Browse products and services and add them to your shopping cart.

Step 4: When you are ready to complete the order, click "Proceed with Check Out" and enter in your secure credit card information.

#### GES National Servicer<sup>®</sup>

The GES National Servicer<sup>®</sup> provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7050 Lindell Road  
Las Vegas, NV 89118  
Phone: 800.475.2098 / Fax: 866.329.1437  
International Phone: 702.515.5970 / Fax: 702.263.1520  
Online Chat: [www.ges.com/chat](http://www.ges.com/chat)

#### GES Servicer<sup>®</sup>

Once you are at the show, the GES Servicer<sup>®</sup> is onsite to place any last minute orders and provide show information.

### Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

